

State of California, Military Department  
State Active Duty (SAD)  
Vacancy Announcement  
1 Position Available (Repost)

### Position Details

Announcement Number: SAD VA 2021-035  
Opening Date: 10 November 2021  
Closing Date: 10 December 2021  
Position Title: Resource Accounting Analyst (SAD E-5)  
Duty Location: 195WG/CE Beale AFB, CA  
Selecting Official: 195<sup>th</sup> Base Civil Engineer  
Projected Employment Date: 1 January 2022

### Vacancy Announcement Details

The Military Department is accepting applications for the State Active-Duty position indicated above. This vacancy announcement expires **10 December 2021** unless sooner rescinded. An appointment to this position provides full benefit status for the appointee and their beneficiaries. The incumbent will be appointed on annually renewable State Active-Duty orders through year six, at which time the incumbent may be eligible for career status IAW CMD Reg 600-1, para 3-6. Continuation and subsequent extensions of service will be determined by the individual's performance of duty and continuation of funding. **The service members selected for this position will be paid at their federal or California State Guard pay grade, not to exceed E-5.** This announcement has minimum requirements. Failure to meet these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the instructions at the end of this announcement for documents required to submit a complete application. **Applications missing signatures and required documents will not be considered.** The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program. **Reimbursement for moving and relocation expenses will not be paid.**

### Eligibility Requirements

- Active members of the California Military Department (Air, Army, CSG) in the grades **E-4 through E-6** may apply. Applicants must have a military affiliation per Para 3-2 of CMD Reg. 600-1. Applicants who are not current members of the California Military Department may apply, however, **applicants must meet military affiliation requirements at the time of appointment.** CSG members who have no prior federal military experience must be a member of the CSG in good standing for a minimum of two years for eligibility for SAD vacancies. **CSG members must submit a copy of their CSG orders and DD 214 (if less than two years CSG) with their application.** Non-members of the California Military Department (Air, Army, CSG) must submit a **Letter of Intent** to meet qualifying military affiliation at the time of appointment along with their application.

- Completion of military and civilian education requirements commensurate with the grade of the applicant are required. **Attach documentation of your highest level of civilian education.**
- Military assignments appropriate to the grade of the applicant are required.
- Applicant must meet, and maintain, federally recognized medical fitness standards. **Attach a current copy, within the past twelve months, of your military component's verification of these requirements. (See instructions at the end of this announcement for required component-specific documents.)**
- Must have general computer knowledge including proficiency in Microsoft Office applications (Word, Excel, PowerPoint, and Access).
- Must have familiarity working with relational database applications and spreadsheets.
- Must have knowledge of general accounting principles.
- Must have the ability to develop reports and briefings relating to budget and accounting processes, and results.
- Appropriate military uniform with federally recognized, or CSG recognized, rank will be worn in accordance with military regulation.
- Must be able to pass both State and Federal background checks (Live Scan). Continuation of employment is contingent upon maintaining favorable State and Federal background checks.
- Must possess a valid CA state driver's license. **Attach a current copy, within the past six months, of your Department of Motor Vehicle's printout.**

### Primary Duties and Responsibilities

Work is performed under general supervision of the 195th Wing Civil Engineering Operations Superintendent. Work direction is given in the form of operating procedures, command policies, and verbal instructions. Work is subject to spot check for accuracy and adherence to instructions.

- Monitors and assist with the tracking of Civil Engineering expenditures.
- Maintain the account/record keeping ledger by entering all purchase orders and Operations and Maintenance expenditures into the required accounting database, Integrated Engineering Management System (IEMS).
- Match invoices to purchase orders, transmit purchase orders, utility bills, contract purchases, etc. to the California Military Department and Wing Financial Management (FM) office for payment. Invoices must be processed in a timely manner, to meet State Prompt Payment Act requirements.
- Cross check payment vouchers from the California Military Department with local database records to ensure all payments are accurate and valid.
- Reconcile accounts monthly and verify expenditures balance with state and federal comptroller reports.
- Track cyclical, seasonal and regular spending rates and trends, to provide historical information to future budget planning.
- Develop, implement, and maintain databases, spreadsheets, reports and graphs portraying annual and historical expenditure and consumption patterns for use in resource analysis.
- Develop proposals for annual budgets and financial plans.
- Tracks prior and current expenses to project future expenses.
- Prepares spreadsheet for annual budget review.
- This position requires a wide variety of additional duties.

## Instructions for Submitting Applications

To request a State Active-Duty Appointment Application or CSG AHA forms, please contact State Personnel Programs by email at [sp.sadapplication@cmd.ca.gov](mailto:sp.sadapplication@cmd.ca.gov) for assistance. Interested applicants must submit a completed and signed State Active-Duty Appointment Application and all required supporting documentation (listed below), to the Director of State Personnel Programs. **Applications missing signatures and required documents will not be considered.**

- **All Applicants: Are required to submit documentation of COVID-19 vaccination.**
- **All Applicants:** Documentation of your highest level of civilian education listed on your application. (Legible copy of either diploma, degree, or transcripts).
- **All Applicants:** Are required to submit the attached Statement of Qualification's (SOQ) and are strongly encouraged to submit a current Resume.
- **Readiness:** Include any documentation for current flagging actions. SM must include memo signed by commander indicating circumstances and disposition mitigation.
- **All CAARNG Applicants:** Are required to submit Personnel Qualification Record (PQR), ENLISTED RECORD BRIEF (ERB).
- **CA Army National Guard (CAARNG) Applicants:** Attach APFT (DA Form 705) and MEDPROS IMR, current within the past twelve months. **(Due to the CA NG inability to conduct APFT qualification during the current COVID -19 Restrictions, the 12-month APFT (DA Form 705) requirement has been extended to 31 March 2022 and must not be dated any earlier than 31 March 2019. Army Directive 2020-006 (Army Combat Fitness Test) allows Soldiers to continue to take and record an APFT to overcome a flag.**
- **CA Air National Guard (CA ANG) Applicants:** Are required to submit Report on Individual Person (RIP) and ARCNet Individual Readiness Detail, current within the past twelve months.
- **CA State Guard (CSG) Applicants:** Complete and submit the CA 3024-1 Member AHA Form. Once appointed, each CSG service member will be required to complete and submit, in its entirety, additional SAD Medical Readiness Standards requirements, not to exceed beyond one year after hire date.
- **All Applicants: DMV Printout** current within the past six months. California residents may obtain, at cost, a copy of their DMV printout. Unit DMV reports are not accepted.
- **CSG Applicants: CSG Orders and DD 214 (if less than two years CSG) – CSG Applicants only**
- **Deployed Service Members:** Title 10 OCONUS Orders - Currently deployed service members only

Complete applications and all supporting documents may either be mailed to Joint Force Headquarters, Director of State Personnel Programs, Attn: NGCA-JSD-SP (Box #27), 9800 Goethe Road, Sacramento, CA 95827, Or e-mailed as **One PDF file** to [sp.sadapplication@cmd.ca.gov](mailto:sp.sadapplication@cmd.ca.gov). Applications mailed, or e-mailed, must be received by the State Personnel office no later than the **close of business on Friday, 10 December 2021.**

## STATEMENT OF QUALIFICATIONS

**A Statement of Qualifications is REQUIRED and must be submitted with your Employment Application. Applications received without an appropriate Statement of Qualifications based on the instructions below will be rejected for being incomplete and will not be considered. Resumes, cover letters, and other documents will not be considered as a response to the Statement of Qualifications. Please limit your SOQ to a maximum of two (2) pages, single-spaced, no less than twelve-point Arial font.**

**Candidate must clearly and concisely identify experience in categories listed below and must be in the following order:**

- **What kind of job experiences have you had that relate to this Resource Accounting Analyst position?**
- **Tell me about a time you had to handle multiple responsibilities. How did you organize the work that you needed to do?**
- **Please describe why you think you are a highly qualified candidate for this position.**
- **Do you have any experience managing or implementing Master Cooperative Agreements for the National Guard under NGR5-1? If so, what appendix?**
- **Tell me about a situation in which you went the “extra mile” for a customer. What did you do? What prompted you to provide that level of service?**